

Idaho Bulletin: 360-13-06

Date: 01/27/2013

Subject: IOF – Schedule of Implementation for Adoption of Onboarding Framework

### **Action Required: February 28, 2013**

**Purpose.** To provide notification and information regarding the scheduled implementation of the National Onboarding Framework.

**Expiration Date.** September 30, 2014

**Background.** In fiscal year 2011, the Department issued a Departmental Regulation 4720-001, issuing mandatory guidelines in regard to onboarding. As a result, NRCS has developed a National Onboarding Framework to utilize across the Nation. This framework was developed by a team of NRCS employees from across the country, representing various disciplines and grade levels, and utilizes the best practices from the private and public sectors.

The purpose of this new framework is to seamlessly integrate employees into the NRCS family and culture, no matter where their duty location, job title, or prior history with NRCS. This new framework provides step-by-step checklists that human resources, the supervisor, the sponsor, the civil rights committee, and the new employee need to accomplish. The goal of the framework is to make the new employee feel welcomed into the NRCS family, provide the resources to become a productive employee sooner, and improve employee morale.

**Explanation.** Please take a moment to watch the podcast from Jane Hardisty, Acting Deputy Chief for Management, who explains our new onboarding framework, why it is important, your role in onboarding, and where to find further information on onboarding. The podcast is available at <http://www.youtube.com/watch?v=P5NE9jmzHuA&feature=youtu.be>.

Our ultimate goal is to have all employees be successful and become a part of the Idaho NRCS family! The National Onboarding Framework will be adopted utilizing the following schedule, and full implementation will occur by April 30, 2013.

**Action.** Please review the important information that covers the responsibilities of the State Conservationist, Leadership Team Members, Direct Line Supervisors, Sponsors, and Civil Rights Committee Members in the attached Onboarding policy which can be found in the General Manual, Title 360, Part 423.1 no later than February 28, 2013.

**Contact.** Please direct any questions to Maria Wallior, Human Resources Specialist (208) 378-5712 or Deborah Howerton, Human Resource Officer, (208) 378-5733.

*/s/ Eugene Schock Acting for*

**Jeff Burwell**

State Conservationist

Attachment: Onboarding Policy, GM, Title 360-Part 423.1